



To: All HOME Rental Activities & Homebuyer Recipients **Notice:** FSP-06-10
From: IHCD Community Development Department
Date: September 11, 2006
Re: HOME Award Manual Revisions & Policy Changes

The Community Development department is making the following procedural changes for HOME funded Rental activities and Homebuyer developments. The effective dates are as noted below.

The following changes are effective September 11, 2006 for all open HOME awards for rental activities or homebuyer developments.

90-Day Rule

- The 90-day rule requirement has been removed.

Minority-owned and Women-owned Business Enterprises

- Recipients may now document the solicitation of MBE/WBE firms through E-mail. Recipients should maintain a copy of the e-mail that was submitted to the company/contractor that was solicited. Additionally, recipient's should use a "delivery receipt" and/or "read receipt" function on the e-mail and maintain a copy of the verification the e-mail was delivered/opened.

Davis Bacon Requirements

- The wage decision must be verified 7-days prior to bid opening. Previously this requirement was 10-days prior.

Contractor Eligibility Process

- Recipients will no longer be required to submit the Verification of Contractor/Subcontractor Eligibility form to IHCD to determine contractor eligibility. Recipients are now required to complete a simple process using the Internet and maintain documentation on file. See Exhibit C of the Procurement Chapter for specifics on completing this process.

Construction Standards

- An IHCD Community Development Physical Inspection Affidavit has been added. This form should be used to certify and issues found during an IHCD Inspection have been corrected.



Program Monitoring & Audit

- The Program Monitoring & Audit chapter has been revised to include a sample of the monitoring tool that will be used for the final monitoring.

Affordability Requirements

- This chapter has been revised to include more information on the on-going reporting requirements for rental activities. Additionally, a sample of the forms that will be required for on-going reporting are now included in this chapter.

The following changes are effective for all HOME rental activities or homebuyer developments funded under the 2006 HOME Application or Qualified Allocation Plan.

Income Verification

- The income verification section has been revised/updated to be more consistent with other IHCD programs.
- The Annual Income Calculation (Exhibit A) has been updated and is now an excel form that can be used to calculate the annual income. Additionally, the person completing the income verification should now sign and date the income verification on the Annual Income Calculation.
- A Certification of Applicant/ Tenant Eligibility (Exhibit I) has been added to the manual for all rental activities. This form should be completed and included in all the tenant files for rental activities.

Notice of Contract Execution

- The Notice of Contract Execution has been revised to better track original submissions versus revised submissions.

Set-up, Drawing Funds, Completion, & Close-out Chapters

- The Set-up, Drawing Funds, Completion, and Close-out chapters have been combined into one chapter titled Funds Management.
- The excel spreadsheets for set-up, completion, summary of assisted sites, claims, and match are no longer in three separate forms that are linked to each other. There are now two forms: (1) set-up & completion, and (2) summary of assisted sites and claim voucher.
- The set-up and completion reports have been revised to include information required by the IDIS system.
- The Status of Federal Cash & Match/Leverage Statement form is no longer required.
- The Property Inventory Form is no longer required.
- The Certification of Recipient Form is no longer required.
- The Backend Development Package is now the Rental Development Package. The Rental Development Package is no longer required for HOME projects that are funded through the QAP process, i.e. developments that also receive Low Income Housing Tax Credits (LIHTC). These developments will be reviewed as part of the LIHTC review of the Final Application.

The 2006 HOME Investment Partnerships Program Award Manual – has been revised to include the revisions listed above. The manual is available for download at: http://ihcda.in.gov/nonprofits_compliance.aspx.

If you have questions regarding this memo, please contact your IHCD Community Development Representative toll-free at (800) 872-0371.

